

Job Description

Role title	Female Assistant Youth Director
Location	Hope Centre, 6 Town Lane, Newport, PO30 1JU
Hours	18 hours a week
Wage	£15.07 per hour
Annual leave entitlement	6 weeks pro rata paid holidays to include public and bank holidays, 01 January to 31 December.
Responsible to	Pete Luther and the Revive Trustees
Responsible for	Assist in the managing of Revive Newport and its Youth Programmes.

The charitable objects of Revive Newport are:

1. To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.
2. To help young people, especially but not exclusively through leisure time activities, so as to develop their capabilities so that they may grow to full maturity as individuals and members of society.
3. To advance the Christian faith for the benefit of the public, principally through offering care, compassion and relevant practical and spiritual help.

Female Assistant Youth Director - ROLE OVERVIEW

To help lead the work of Revive Newport representing the Church of Newport.

To Run and develop the Newport Youth Cafe (NYC) year 7-9 age group under the supervision of our Director

To organise and run LEVEL UP, with a diverse curriculum as part of this.

To help with the running of the NYC year 10-13 group.

To do detached youth work 3 times a week.

To aid in the communication and funding of what Revive Newport do.

ROLE RESPONSIBILITIES

HELP LEAD REVIVE NEWPORT:

To help our Director to lead and steer the work of Revive Newport, ensuring things are run professionally and spiritually to include:

- Ensuring our paperwork, policies and procedures are appropriate and up to date

- Prayerfully help us lead the work of Revive Newport in the way we feel God wants it to go as He is at the center of everything we do and want to do.
- Work closely with our director, our board of trustees, our team and with the Newport Churches as we are part of their outreach ministry.
- Work particularly closely with Newport Minster, whose hall we will be operating from.
- Help us communicate what we do to the Church, our supporters and through social media.
- To help develop our networks with other youth organisations, the church, police, council, community council and the wider community.
- To help with Revive Newport's fund raising.
- To perform any other duties that are commensurate with the role, as directed.
- Due to our safeguarding requirement to have a female worker at all our youth activities, there is an occupational requirement for the post-holder to be female. This is in accordance with Schedule 9, Part 1 of the Equality Act 2010.
- Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

NYC YEAR 7-9'S:

Under the oversight of our director we would like you to lead our year 7-9 sessions weekly taking on the following responsibilities:

- Develop and maintain, through direct face-to-face work with young people, a youth work programme which reflects the expressed needs and enthusiasms of the group.
- Lead and supervise a team of volunteers, ensuring that they are well motivated and supported in their role.
- Work within and promote Revive Newport policies and procedures at all times e.g. Equal Opportunities, Safeguarding, Health and Safety etc.
- Maintain an up to date knowledge of legal, financial and personal welfare issues and regulations which will be relevant to the range of young people contacted.
- Maintain effective team working and develop collaborative practice within the immediate youth work team and the wider Revive Newport network.
- Attend team meetings when needed.
- Regularly monitor and review the quality of this youth work provision.
- Take responsibility to implement these findings and improvements.
- Attend training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- Train new employees and volunteers in their roles.
- Keep records of volunteer contact details and attendance.
- Follow all food hygiene procedures and ensure volunteers follow the correct hygiene procedures when preparing and serving food.
- Provide a space for young people to feel safe, encourage honesty and openness, and enable them to make positive choices for their futures.
- To maintain paperwork and attendance records for this club.
- Ensure the youth work programme reflects the aims and objectives of Revive Newport.

NYC YEAR 10-13'S:

To attend and support our Director in leading 2 sessions a week, supporting them with these roles.

LEVEL UP:

Find ways to help our young people level up in the areas of education, mental, emotional and physical health and in their understanding of spirituality and the Christian faith by taking on the following roles for the year 7-9 group.

- Help young people access the support educationally as they prepare for options and moving up to the year 10-13 group.
- Find ways of engaging with young people around topics that will help them gain life skills relevant to helping them be ready for adulthood and independence.
- Help young people explore relevant issues to them with the focus on helping them gain confidence and understanding and improve mental and emotional health.
- Help young people promote a healthy, appropriately active lifestyle being aware of the dangers of obesity but also being over active and underfed.
- To help facilitate the personal and social development of all young people within the group.
- To promote positive lifestyle choices and help address issues surrounding high-risk behaviour.
- Give young people the opportunity to find out about and engage with what Christians believe through use of "Alpha" material in a way that is relevant to the young people that come to NYC, and always with gentleness and respect..
- Update signposting pathways to appropriate services and ensure that volunteers are aware of these services and support available to young people who may ask for information.
- To help organise and run various additional sessions where young people can receive additional support, for example with their homework and their mental health.
- Help to develop and motivate a team for this including utilising our team of volunteers and their skills.
- To lead a team to offer homework support to include, English, Maths as well as offer help with CV's, job applications, revision support and exam techniques as well as and other educational needs.
- Keep up to date regarding services and organisations that may be relevant to young people.

DETACHED YOUTH WORK

To, with another youth worker, walk the streets of Newport where we know young people hang out, engage with them, check they're ok and help them if anything comes up.

This post will involve working closely with our Director and will involve developing this project and so increased hours will be a possibility.

Essential	Desirable
A committed Christian and member of a local church congregation for at least six months	
Relevant experience in youth work	Qualification in youth work
The ability to work independently towards targets	Experience of on the job training of staff/volunteers
Knowledge about relevant legislation-safeguarding, health and safety	Knowledge of education standards and youth curriculum.
Good understanding of youth mental health and awareness of steps young people can take to improve this.	Adverse Childhood Experiences (ACE) training.

Excellent interpersonal and communication skills with the ability to get on with all kinds of people, but especially young people.	Group work experience in a youth work context.
Competent email and internet user including experience of Microsoft Office or equivalent packages.	Experienced with social media.
Ability to motivate others	Line management experience
Strong organisational skills	Previous experience of managing volunteers
Sympathetic to the aims and objectives of Revive Newport	Bid writing experience